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THIRTY-SECOND JUDICIAL DISTRICT COURT
HOUMA, LOUISIANA

Comprehensive Annual Report

Year Ended December 31, 1998

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date MAY 10 1999

THIRTY-SECOND JUDICIAL DISTRICT COURT
HOUMA, LOUISIANA

December 31, 1998

TABLE OF CONTENTS

	Exhibit	Page
INTRODUCTORY SECTION		
Judges and Officials	-	ii
FINANCIAL SECTION		
Independent Auditor's Report	-	1-1
General Purpose Financial Statements:		
Combined Balance Sheet - All Fund Types	1	1-2
Combined Statement of Revenues, Expenditures and Changes in Fund Balances - All Governmental Fund Types	2	1-3
Notes to Financial Statements	3	1-4
SUPPLEMENTARY FINANCIAL REPORTS SECTION		
Independent Auditor's Report on Internal Control Structure Based on an Audit of General Purpose Financial Statements Performed in Accordance with <u>Government Auditing Standards</u>		2-1
Independent Auditor's Report on Compliance Based on an Audit of General Purpose Financial Statements in Accordance with <u>Government Audit Standards</u>		2-3

INTRODUCTORY SECTION

THIRTY-SECOND JUDICIAL DISTRICT COURT
HOUMA, LOUISIANA

December 31, 1998

JUDGES

Edward J. Gaidry
Division A

John R. Walker
Division B

Timothy Ellender
Division C

John Pettigrew
Division D

Paul R. Wimbish
Division E

OFFICIAL

Walton H. Dill
Judicial Administrator

FINANCIAL SECTION

Shirley A. Porche, CPA
306 Ardoyne Drive
Houma, Louisiana 70360

Telephone (504) 876-5854

INDEPENDENT AUDITOR'S REPORT

To the Honorable Paul R. Wimbish and Judges
of the Thirty-Second Judicial District
400 East Main St., Second Floor
Courthouse Annex
Houma, Louisiana 70360

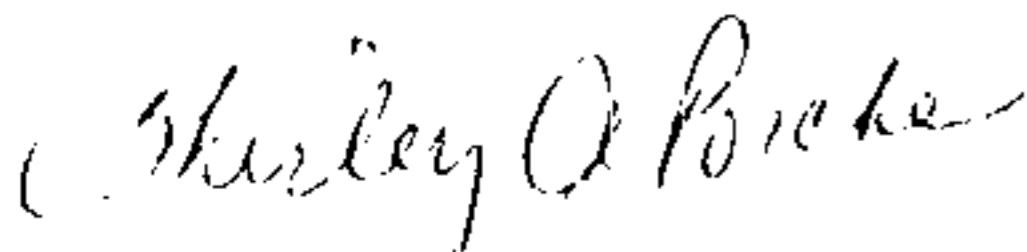
Dear Judge Wimbish:

I have audited the accompanying general purpose financial statements of the Thirty-Second Judicial District Court as of and for the year ended December 31, 1998, as listed in the accompanying table of contents. These general purpose financial statements are the responsibility of the Thirty-Second Judicial District Court's management. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards, Government Auditing Standards, issued by the Comptroller General of the United States; and the provisions of Office of Management and Budget circular A-128, "Audits of State and Local Governments." Those standards and OMB circular A-128 require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In accordance with *Government Auditing Standards*, I have also issued a report dated April 30, 1999 on my consideration of the Thirty-Second Judicial District Court's internal control structure and a report dated April 30, 1999 on its compliance with laws and regulations.

In my opinion, the general purpose financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the Thirty-Second Judicial District Court as of December 31, 1998, and the results of its operations and cash flows for the year then ended in conformity with generally accepted accounting principles.


April 30, 1999

COMBINED BALANCE SHEET
ALL FUND TYPES

Thirty-Second Judicial District Court

December 31, 1998

	Governmental Fund Types			General	(Memorandum Only) Total
	Law Clerk	Special Revenue Court	IV-D Program	Fixed Assets Account Group	
ASSETS					
Cash	\$220,417	\$56,314	65,840		\$342,571
Investments	897,485	152,176			1,049,661
Accounts receivable	2,477		1,181		3,658
Due from other funds:					
IV-D Program		50,000			50,000
Office equipment				16,167	16,167
Total Assets	\$1,120,379	\$258,490	\$67,021	\$16,167	\$1,462,057
LIABILITIES					
Due to other governmental units:					
Court Fund			\$50,000		\$50,000
EQUITY & OTHER CREDITS					
INVESTMENT IN FIXED ASSETS					
FUND BALANCES					
Unreserved	\$1,120,379	\$258,490	17,021	\$16,167	1,395,890
Total liabilities and fund balances	\$1,120,379	\$258,490	\$67,021	\$16,167	\$1,462,057

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES - ALL GOVERNMENTAL FUND TYPES

Thirty-Second Judicial District Court

For the year ended December 31, 1998

	Law Clerk	Special Revenue		(Memorandum Only) Total
		Court	IV-D Program	
REVENUES				
Court fines and fees:				
Terrebonne Parish Sheriff	\$62,589			\$62,589
Clerk of Court	73,404		505	73,909
Terrebonne Parish Police Jury-Criminal Court Fund	201,130			201,130
Bail Bond Fees		73,819		73,819
Child Support Fees			111,219	111,219
Interest income	45,996	10,744	41	56,781
Total revenues	383,119	84,563	111,765	579,447
EXPENDITURES				
General government:				
Judicial District Court:				
Personal services:				
Salaries	117,622		51,096	168,718
Employee benefits	39,355		12,520	51,875
Office Supplies	223	2,749	8,099	11,071
Seminars		2,927	360	3,287
Law Library		1,697		1,697
Office Equipment		4,465	11,702	16,167
Rent			7,729	7,729
Equipment Lease			738	738
Miscellaneous	2,738	1,082	2,500	6,320
Total expenditures	159,938	12,920	94,744	267,602
EXCESS OF REVENUES OVER EXPENDITURES	223,181	71,643	17,021	311,845
FUND BALANCES				
Beginning of year	897,198	186,847	0	1,084,045
End of year	<u>\$1,120,379</u>	<u>\$258,490</u>	<u>\$17,021</u>	<u>\$1,395,890</u>

NOTES TO FINANCIAL STATEMENTS
Thirty-Second Judicial District Court
December 31, 1998

1) REPORTING ENTITY

The Thirty-Second Judicial District Court Law Clerk Fund was established under the provisions of Title 13 of the Louisiana Revised Statutes of 1950, and provides for the collection of a sum, not to exceed ten dollars, from the persons filing any type of civil suit and in criminal cases, from defendants who are convicted or plead guilty.

The Thirty-Second Judicial District Court Fund was established under the provisions of Title 22 of the Louisiana Revised Statutes of 1950, and provides for the collection of a fee on the premiums for all commercial surety underwriters who write criminal bail bonds in the state of Louisiana. The fee shall be equal to two hundred (\$200) dollars for each ten thousand (\$10,000) dollars worth of liability underwritten by the commercial surety. Twenty-five percent of the collected premium fee is distributed to the Judicial Court Fund.

The IV-D Program was established under the provisions of Title 46 of the Louisiana Revised Statutes of 1950, and provides for the collection of a fee of not more than five percent of all existing and future support obligations to fund the administrative costs. The fee may be assessed and collected against existing and future arrearages as well as ongoing support payments, whether or not an arrearage exists. The court may also assess a one-time fee in each case payable by the obligor not to exceed twenty-five dollars to fund the expenses incurred by the district indigent defender board in the representation of individuals ordered to pay support.

The monies collected are to be administered by the judges of the Thirty-Second Judicial District Court and may be utilized for the salaries of law clerks, clerical, research and administrative personnel. The funds may also be used to pay for the cost of establishing and maintaining a law library and for the purchase of equipment or supplies for the efficient operation of the court. No monies may be used for the salaries of any judges.

The Thirty-Second Judicial District Law Clerk and Court Funds are component units of the Terrebonne Parish Consolidated Government and the financial statements of the Thirty-Second Judicial District Law Clerk and Court funds are included in the general purpose financial statements of Terrebonne Parish Consolidated Government as of December 31, 1998.

2) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Law Clerk and Court Funds conform to generally accepted accounting principles as applicable to governmental units. The following is a summary of the more significant accounting policies:

A. Basis of Presentation--Fund Accounting:

The accounting system is organized and operated on a fund basis whereby a separate self-balancing set of accounts is maintained for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Governmental Fund:

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments or major

capital projects) that are legally restricted to expenditures for specified purposes. The Law Clerk and Court Funds are Special Revenue Funds.

B. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. The Law Clerk and Court Funds utilize the modified accrual basis of accounting. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

Revenues are recognized when they become measurable and available as net current assets.

Expenditures are generally recognized when the related fund liabilities are incurred. Exceptions to this general rule include accumulated unpaid vacation, sick pay, and other employee benefit amounts which are not accrued.

C. Vacation and Sick Leave

Accumulated vacation and sick leave are recorded as an expenditure of the period in which paid. Sick leave can be accumulated but does not vest. There are no unrecorded liabilities for accumulated vacation and sick leave at December 31, 1998.

D. Budgetary Accounting

The Law Clerk and Court Funds are not subject to provisions of Local Government Budget Act.

3) CASH AND INVESTMENTS

Under state law, the Law Clerk and Court Funds may invest funds in a bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The Law Clerk and Court Funds may invest its funds in time deposits or certificates of deposit of state banks organized under Louisiana law or national banks having principal offices in Louisiana. Law Clerk and Court Fund deposits must be secured by federal deposit insurance or the pledge of securities owned by the bank. The market value of pledged securities plus federal deposit insurance must at all times equal the amount on deposit with the bank. The pledged securities are held in the name of the pledging bank in a custodial financial institution.

Cash, certificates of deposit, and securities pledged by financial institutions at December 31, 1998 were as follows:

Financial Institution	Cash and Certificates of Deposit (Bank Balance)	FDIC/ FSLIC Deposit Insurance	Securities	
			Pledged; Held by Custodial Bank; Valued @ Market	Total Security for Deposits
South Louisiana Bank	\$1,148,056	\$100,000	\$1,254,079	\$1,354,079
Hibernia Bank	32,605	100,000		100,000
LAMP	202,471		202,471	202,471
	<u>\$1,383,132</u>	<u>\$200,000</u>	<u>\$1,456,550</u>	<u>\$1,656,550</u>

Cash and investment book balances totaled \$1,382,232 at December 31, 1998 as reflected in Exhibit 1.

4) FIXED ASSETS

General Fixed Assets Account Group--Fixed assets have been recorded as an expenditure of the fund from which the payment was made and have been recorded as an asset of the General Fixed Assets Account Group at cost. Depreciation is not provided on general fixed assets.

A summary of changes in general fixed assets at December 31, 1998, follows:

	Balance, December 1, 1997	Additions	Retirements	Balance, December 1, 1998
Office Equipment	\$0	\$16,167	\$0	\$16,167
	==	=====	==	=====

SUPPLEMENTARY FINANCIAL REPORTS

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL STRUCTURE BASED
ON AN AUDIT OF GENERAL PURPOSE FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Honorable Paul R. Wimbish and Judges
of the Thirty-Second Judicial District
Houma, Louisiana 70360

I have audited the general purpose financial statements of the Thirty-Second Judicial District Court for the year ended December 31, 1998, and have issued my report thereon dated April 30, 1999. As part of my audit, I made a study and evaluation of the system of internal accounting controls of the District Court, to the extent I considered necessary to evaluate the system as required by generally accepted auditing standards and the standards for financial compliance audits contained in the U. S. General Accounting Office Standards for Audits of Governmental Organizations, Programs, Activities and Functions. For the purpose of this report, I have classified the significant internal accounting controls in the following categories:

1. Court fines and fees
2. Cash receipts
3. Cash disbursements

Solely to assist me in planning and performing my audit, I made a study and evaluation of the above internal accounting controls. The study and evaluation was limited to a preliminary review of the system to obtain an understanding of the control environment and the flow of transactions through the accounting system. Because the audit could be performed more efficiently by expanding my substantive audit tests, my study and evaluation of the internal accounting controls did not extend beyond this preliminary review phase. My study and evaluation was more limited than would be necessary to express an opinion on the system of internal accounting control taken as a whole on any of the categories of controls identified above.

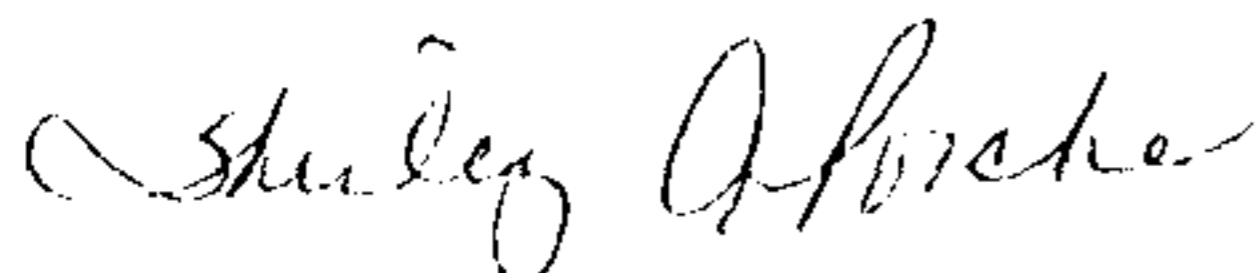
The management of the Thirty-Second Judicial District Court is responsible for establishing and maintaining a system of internal accounting controls. In fulfilling that responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of control procedures. The objectives of a system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting

principles. Because of inherent limitations in any system of internal accounting control, errors and irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

My study and evaluation made for the limited purpose described in the first paragraph would not necessarily disclose all material weaknesses in the system. Accordingly, I do not express an opinion on the system of internal control of the Thirty-Second Judicial District Court taken as a whole or on any of the categories of controls identified in the first paragraph. However, my study and evaluation disclosed no condition that I believe to be a material weakness in relation to the Thirty-Second Judicial District Court's financial statements.

This report is intended solely for the use of management and other federal and state audit agencies, and should not be used for any other purpose. This restriction is not intended to limit the distribution of the report, which, upon acceptance by the Thirty-Second Judicial District Court is a matter of public record.

There were no prior year findings or management letter comments.



April 30, 1999

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE BASED
ON AN AUDIT OF GENERAL PURPOSE FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Honorable Paul R. Wimbish and Judges
of the Thirty-Second Judicial District
Houma, Louisiana 70360

I have audited the general purpose financial statements of the Thirty-Second Judicial District Court for the year ended December 31, 1998, and have issued my report thereon dated April 30, 1999. My audit was made in accordance with generally accepted auditing standards; the standards for financial compliance audits contained in the U. S. General Accounting Office Standards for Audits of Governmental Organizations, Programs, Activities and Functions, and accordingly, included such tests of the accounting records and such other auditing procedures as I considered necessary in the circumstances.

The management of the Thirty-Second Judicial District Court is responsible for compliance with laws and regulations. In connection with my audit referred to above, I selected and tested transactions and records to determine the Judicial District Court's compliance with laws and regulations noncompliance with which could have a material effect on the financial statements of the Judicial District Court.

The results of my tests indicated that for the items tested, the Judicial District Court complied with those provisions of laws and regulations noncompliance with which could have a material effect on the financial statements. With respect to the transactions and records that were not tested by me, nothing came to my attention to indicate that the Judicial District Court had not complied with the appropriate laws and regulations.

There were no prior year findings or management letter comments.

Shirley A. Porche

April 30, 1999